



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT



Student Internships

Office of Development Community Planning and Development
Creating Communities of Opportunities throughout America

HUD's **Office of Community Planning and Development (CPD)** is an innovative and dynamic part of the U.S. Department of Housing and Urban Development (HUD). Under the leadership of Secretary Andrew Cuomo and Assistant Secretary for Community Planning and Development, Cardell Cooper, CPD administers billions of dollars each year to help its communities implement economic development initiatives, assist the homeless, construct affordable homes, rehabilitate housing, and revitalize distressed neighborhoods. It is likely CPD programs have helped your hometown in some way.

CPD's internship program has a proven history of developing the abilities of interns so that they come away with the skills needed to excel in public policy, urban affairs, and other challenging careers. To gain a breadth of experience, interns will have the flexibility to work on projects that impact a variety of program areas throughout CPD and to complete special projects for the Assistant Secretary.

To learn more about the exciting things HUD is involved with on the Internet, visit HUD's HomePage on the World Wide Web at <http://www.hud.gov>. To learn specifically about CPD's efforts, check out the "**Cities, Communities & Neighborhoods**" section on the web menu.

Interns can work on a variety of challenging initiatives:

- ★ **Empowerment Zones and Enterprise Communities (EZ/EC):** the President's premier urban initiative
- ★ Applying **new technologies** to urban planning, design and development for sustainable communities: "**Community Connections**" **Community 2020™**-- an innovative, interactive graphics program {maps & charts}
- ★ **Job Creation and other Economic Development Initiatives:** using federal funds to leverage private investment that creates jobs for people on welfare
- ★ **Homeless Assistance and Affordable Housing Programs:** helping communities develop Continuums of Care to assist the homeless
- ★ **Other Special Projects for the Assistant Secretary and Chief of Staff**

In addition to regular duties, interns will benefit from visiting neighborhoods and projects using HUD funds, participating in brown bag lunches with HUD officials, and other activities.

The program areas with opportunities for interns

Office of the Assistant Secretary
Office of Affordable Housing Programs
Office of Block Grant Assistance
Office of Community Viability
✧ Community Connections Division
✧ Environmental Planning Division
Office of Economic Development and Empowerment Service
Office of Executive Services
Office of HIV/AIDS Housing
Office of Special Needs Assistance
Office of Management, Budget and Technical Assistance

Assignments may include but are not limited to:

- ✓ *Helping implement key parts of the Empowerment Zone initiative;*
- ✓ *Participating in interactive demonstration sessions of HUD's new Community 2020™ community planning software;*
- ✓ *Participating in the on-going work of the Office including staff meetings;*
- ✓ *Participating in key parts of the Management Reform Design Plan & Business Operating Plan (BOP) for HUD;*
- ✓ *Preparing press releases and news-clips;*
- ✓ *Developing "best practices" case studies of successful economic development projects;*
- ✓ *Researching key legislative and budgetary issues;*
- ✓ *Developing "Chat Lines for CPD/HUD customers;*
- ✓ *Developing evaluation tools to examine various programs;*
- ✓ *Reviewing competitive program applications, e.g. Youthbuild, Ounce of Prevention grants;*
- ✓ *Helping coordinate logistics for meetings and events for the Assistant Secretary*
- ✓ *Participating in White House Conferences*

Individual assignments will be negotiated with interns based on their own interests and skills.

Recommended Qualifications for Interns:

- ☑ Undergraduate and graduate students interested in public policy, public /urban affairs, political science, community development, communications, journalism, public relations, and politics
- ☑ Strong oral and written communications skills.
- ☑ Ability and/or experience in working both independently and with small group teams. Ability to manage your own work to meet deadlines and to be flexible.
- ☑ Computer skills with proficiency in use of **Microsoft Word, Excel & PowerPoint..** Experience with World Wide Web, Internet, or Dabs III would be a major plus.

Ideally, interns will be available to work for at least 3 days a week.

Intern applicants interested in any of these exciting internship opportunities should contact:



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